



**The Branch**  
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Chipping Norton  
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thebranchtrust.org

## Charity Administrator (Part-time, 24 hours per week)

**Organisation:** The Branch Trust (CIO) – Chipping Norton, Oxfordshire

**Salary:** £20,480 (gross) part-time, 24 hours per week | **Benefits:** 4% pension, five weeks' annual leave

**Start Date:** Spring/Summer 2026 | **Reporting to:** CEO

The Branch Trust is a Christian charity established in 2020, emerging from the outreach work of St Mary's Church, Chipping Norton. We support communities across Chipping Norton and surrounding villages, particularly those facing deprivation and barriers to accessing support. Our collaborative, holistic approach brings together voluntary organisations, statutory services, and local networks to deliver practical, joined-up support that empowers individuals and families.

We are seeking a **Charity Administrator** to ensure our governance, operations, HR, and administrative systems run smoothly. This key role supports staff, volunteers, and Trustees, helping the charity grow sustainably while maintaining high standards of compliance and organisational efficiency.

### Key responsibilities:

- Maintaining governance and compliance, including Charity Commission policies, GDPR, and Health & Safety
- Supporting HR processes, recruitment, and personnel records for staff and volunteers
- Overseeing day-to-day operational systems, IT, and data management
- Supporting communications, website updates, and internal reporting
- Liaising with Trustees, staff, and external providers

### About you:

You will have strong organisational and administrative skills, experience in operational support or governance, and the ability to manage multiple tasks independently. You will be trustworthy, proactive, and committed to working within a faith-based environment. Charity experience, knowledge of governance practices, or familiarity with CRM systems is desirable.

### Additional information:

- Subject to Enhanced DBS check
- Genuine Occupational Requirement: practising Christian
- Participation in and occasional leadership of acts of worship
- Training and development opportunities provided

### How to apply:

Complete the application form and send it with your CV to **Emma Kennedy** – [emma.kennedy@thebranchtrust.org](mailto:emma.kennedy@thebranchtrust.org)

**Closing date: 24 April 2026**